

# MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # **382-2016**

## LETTER TO COMMISSION

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: September 19, 2016

SUBJECT: Business Assistance Program



This Letter to Commission (LTC) is to inform the City Commission that the department of Tourism, Culture and Economic Development will be rolling out a Business Assistance Program that will aid new and expanding businesses throughout their permitting process.

In line with the City's Key Intended Outcome of streamlining the delivery of service through all departments and improving the alliance with key business sectors, this program will improve efficiencies and provide our customers with world-class service.

The business permitting process can be a daunting task for a new business owner trying to set up a business in Miami Beach. As part of the Business Assistance Program, the Economic Development Division has identified an employee who will act as a concierge to assist those that are having difficulty navigating the process. The employee will serve as an intermediary between the business and the key City departments that play an integral part in establishing a business within the City, such as Building, Code Compliance, Finance, Fire, Planning and Public Works, and ensure that interested business owners are receiving the necessary information in order to complete their permits.

If you have any questions, please feel free to contact the Tourism, Culture & Economic Development department.

Attachment